

JOB DESCRIPTION

Title: Farm Education Coordinator
Supervisor: DeLano Farms Manager
Prepared By: Jenn Wright
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Summary of Position: The Farm Education Coordinator is responsible for: all farm-based educational programming at the Kalamazoo Nature Center. This include: working closely with the education directors to integrate farm-based education into existing programming; working with the Farm Manager to develop all CSA member materials and education; organizing special events around the farm; maintaining supplies for programming; assisting in the development of the annual operation budget for programming; assisting the Farm Manager in day-to-day operations and projects; and all small scale animal husbandry. This person may also train, supervise, and schedule paid and unpaid (volunteer) staff working in this area.

Duties:

- Implement educational marketing plans for the DeLano Farms CSA in order to ensure adequate program growth over the next several years.
- Develop and implement a wide variety of farm-based programs for onsite school and community groups, public programs and CSA members.
- Develop, implement and maintain an experiential and educational garden that provides hands-on opportunities to program participants, as well as providing snacks and meals for other programs.
- Develop a summer camp farm program which will connect campers to the farm.
- Oversee the Douglass Community Garden: Organize and further develop the connection between the DCA garden and the community. Hire and train staff to coordinate the day-to-day programs with the Farm Education Coordinator's support and supervision.
- Develop early childhood curriculum that will include a sustainable-farming unit for teachers.
- Supporting the DeLano Farm's day-to-day operation while providing creative guidance to meet the potential and overall mission of the farm.

- Develop and maintain the self-guided visitor exhibits, signage and interpretation.
- Develop and implement short and long-range plans and budgets
- Maintain equipment and supplies.
- Solicit, train, supervise and schedule paid and unpaid staff working in this area.
- Ensure that all aspects of this program relate to the KNC mission, are market driven, and provide quality customer service.
- Other KNC mission related duties as assigned by the DeLano Farms Manager.

Entrance Requirements:

- Bachelor's degree in environmental education, interpretation, museum studies, agriculture or other related fields.
- Demonstrated understanding of principles of interpretation and farm-based education
- Minimum of 2 years of experience in developing and implementing farm-based or environmentally based programming
- Experience with small-scale livestock care, preferable
- Excellent oral and written communication skills
- Experience in working with volunteers and supervising staff
- Detail oriented in regards to the exhibit design and maintenance
- Creativity and high energy
- Ability to work as a team member as well as individually
- Commitment to the KNC mission
- Ability to work with a diverse group of people
- Self-starter and self-directed
- Able to maintain a flexible work schedule – weekends, evenings and holidays
- Able to lead groups over rough terrain in all weather conditions
- Able to lift 50 pounds
- Computer competency

Mission Statement: To inspire people to care for the environment by providing experiences that lead them to understanding their connection to the natural world.